



Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin
Department of Health and Family Services

1 WEST WILSON STREET
P O BOX 8916
MADISON WI 53708-8916

Telephone: 608-267-3905
FAX: 608-266-6836
www.dhfs.state.wi.us

Date: September 18, 2003

To: WiSACWIS Counties

Re: Planned Purchases of Hardware and Software
Under the County WiSACWIS Contract

Counties that are planning purchases of computer hardware and/or software as part of their WiSACWIS start up or implementation budget submissions to the Department must provide supporting information that is required by the federal government. The questions that need to be addressed are:

- Is the hardware or software to be purchased from State or County contracts established through a competitive bid process? (I.e., state/county purchasing/bid process, sole source, etc.)?
- Is the hardware/software directly related to and necessary for WiSACWIS implementation within the county? Is each purchase (over \$5,000) made solely for WiSACWIS implementation and ongoing use? If there is other County specific applications sharing use of the declared hardware software items then those items must be pro-rated or cost allocated between systems. (Office automation including email can be disregarded)
- Is each individual item that exceeds the \$5,000 cost threshold identified?
- Which employees will be using the equipment and is their job function directly related to WiSACWIS use?

In order to respond to these issues, each county that is including in their budget hardware or software must complete the attached worksheets and submit them with their budget.

- 1) the Hardware and Software Procurement worksheet and,
- 2) the County Worker Roster (the same one that was filled out for the pre-implementation information).

These worksheets are available on the WiSACWIS web site. Please note: Counties that have already submitted these worksheets do not need to re-submit them unless they have a budget update that includes additional hardware and software purchases.

We understand that the information requested and the limitations on how much WiSACWIS will cover of items purchased may be different from what you have been told in the past. However,

we are providing these instructions to you based upon direction of the Federal agency and, are asking for completed information as a way to curtail any future disallowances that could occur related to how the WiSACWIS federal funds were used.

If you have additional questions on these worksheets, please contact Paul Minkus 608-266-8420 or Delores Madigan 608-266-2349

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C WiSACWIS team